

EMPLOYMENT PROCESS

1 Review all job descriptions before applying for a position at SFWV

If hired, you will be expected to be available and capable of performing the tasks as described for that job.

2 Submit application

3 Supervisor reviews your 1st choice

If selected, the supervisor will contact you by phone to schedule an interview. If not selected for your 1st choice, application will be referred to your 2nd choice.

4 Interview

Most "Fair Week Only" positions are interviewed in July. **Interviewing does not guarantee employment.**

5 Hiring notification

If selected, you will be notified and the offer is contingent upon your successful completion of the entire hiring process.

You must:

- Complete all required paperwork
 - Attend orientation/training
- Provide documentation verifying identity and eligibility to work in the U.S. in compliance with the Immigration and Naturalization Act of 1986

WHY WORK AT THE FAIR?

- ✓ Be part of a long-standing tradition
- ✓ Flexible seasonal opportunities
- ✓ Youth, Seniors & Everyone Welcome
- ✓ Valuable work experience
- ✓ Fast-paced, team-oriented environment

This brochure contains descriptions of positions, qualification requirements, and other information about working at the State Fair of West Virginia. Some positions require lifting, long hours, or specialized skills so please read carefully.

All positions require a commitment to attend training sessions, be available for scheduled shifts, follow and enforce all State Fair rules and regulations, and provide excellent customer service.

EMPLOYMENT GUIDE



State Fair of West Virginia
PO Drawer 986
Lewisburg, WV 24901

Fairgrounds located at
947 Maplewood Ave

304-645-1090
www.statefairfowv.com

Grandstand Usher

Must be able to:

- Greet patrons
- Assist patrons at entertainment events by checking tickets, assisting with seating, and providing directions to restrooms and concession stands
- Assist patrons with special needs (walkers, wheelchairs, etc.)
- Clean seating areas and walkways
- Pickup trash

Fair week only

Daytime and evening hours

Ticket Sales

Must be able to:

- Provide excellent customer service
- Accurately handle cash
- Operate cash register and card scanner
- Resolve customer issues
- Maintain clean/orderly checkout area

Gate Sales:

Fair week only

Daytime and evening hours

Lottery (must be 18 or older):

Fair week only

Daytime and evening hours

Tractor Shuttle Driver

Must be able to:

- Describe tour points of interest
- Accurately answer questions
- Monitor visitor activity to ensure safety
- Provide pertinent information to visitors
- Requires valid driver's license and experience driving tractor with equipment

Fair week only

Daytime and evening hours

Grounds Keeping

Must be able to:

- Lift minimum of 50 pounds
- Keep machines/mechanical equipment in working order
- Perform carpentry work
- Repair buildings as needed
- Load/lift materials
- Maintain grounds using tools for mowing, trimming, planting, watering, fertilizing, digging, raking, flower care
- Hang banners and place signs
- Requires valid driver's license
- * Ability to drive/operate machinery is a plus.

Full Season (May - September)

Partial Season (mid-June - end of Fair)

Some weekend and evening hours

Gate Access

Must be able to:

- Provide excellent customer service
- Welcome guests as they enter the fair
- Have knowledge of facilities and daily events
- Scan tickets
- Monitor and authorize entrance/exit of employees, visitors, and others to guard against theft and maintain security of premises
- Assist patrons who request wrist bands upon exiting the fair
- Stand for long periods of time
- Work outdoors

Fair week only

Daytime and nighttime hours

Grounds Control/Security

Must be able to:

- Warn people of rule violations
- Guard, patrol, or monitor premises to prevent theft, violence, or rule infractions
- Circulate among visitors, patrons, and employees to preserve order and protect property

Fair week only

Daytime and nighttime hours

Stagehands

Must be able to:

- Lift minimum of 50 pounds
- Load/unload materials from storage areas
- Adjust/replace equipment parts
- Install protective devices to prevent shifting/damage to transported items
- Handle props during performances
- Cover equipment to protect from weather
- Assist with production, lighting, sound
- Rig/dismantle stage or set equipment (scaffolding/platforms/backdrops)

Fair week only

Daytime and nighttime hours

Box Office

Must be able to:

- Provide excellent customer service
- Accurately handle cash
- Maintain clean/orderly checkout area
- Operate cash register/card scanner
- Resolve customer issues
- Operate a computerized ticket ordering system
- Print, proof, and mail admission and concert tickets

Full season (May - August)

Partial season (July - August)